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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 7 May 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 1 - 7 May 1956

1. Numbers in Clerical Induction Training. During the week of 1 May there were 31 people in Clerical Induction Training. At the same time last year there were 48.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 19 people for the week of 1 May. One year ago there were 20.

3. Instructor on Leave. During the month of May beginning 7 May 1956, [] instructor in Clerical Orientation, will be enjoying a pleasure trip in Europe. She will be absent through 4 June 1956. [] from Clerical Induction, [] and [] from Clerical Refresher, and [] will assist Mrs. [], Chief, Clerical Orientation, during [] absence.

4. Secretary Enrolled in Course. [] has been enrolled in the Advanced Typing Class beginning on 30 April and lasting for four weeks.



OTR/CT:MAH: jdm (7 May 1956)

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